



COMMONWEALTH OF KENTUCKY
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

1003 Twilight Trail
Frankfort, Kentucky 40601-8400
502-564-4850 phone
502-564-1442 fax
<http://abc.ky.gov>

Request to participate in the "Master File" Licensing Process

Basic Requirements for a Kentucky Alcohol Licensee under a Master Business File licensing process:

- Corporation must be a business or corporation with more than two licensed premises in Kentucky.
- Corporation must have made request that the corporation's files be identified as a Master File with the Department.
- Corporation must verify that all of the existing corporation owners/ officers/ directors are all up to date, valid and accurate. (www.abc.ky.gov under the "Online Services" tab then select "Online License Lookup" or call the Department for the complete list of owners/officers/directors maintained in the licensing file. Note all owners etc. are not viewable on the public site)
- You must identify and assure all tax numbers on file are accurate and will be the same tax numbers for all licensed premises within the Commonwealth to be part of the Master File.
- Attach copies of tax numbers, criminal backgrounds and corporation owner, officers, directors etc. if needed to update existing files or to get corporation files current.

Once the Kentucky Department of Alcoholic Beverage Control (Department) has placed your corporation's records into the "Master File" system, your key corporate identifiers when communicating with the Department will be your **Corporation NAME and FEDERAL EIN#**. Note: Each specific licensed premises located within the state will continue to have and retain its own Kentucky Department of Alcoholic Beverages (State ABC) License number. Once issued, this site specific license number should be utilized when referencing a specific licensed premises or site within the state.

Please assure all criminal backgrounds on file with the Department are current (no more than a year old) on all owners, officers, directors etc.

For more information on applicable statutes relating to the new Master file licensing process please review KRS 243.380 (3).

To request to participate in the Master File licensing process, please complete the section below and return to the Department. PLEASE complete the following in TYPE or PRINT. **Please return the bottom portion to the Department via email to sonya.semones@ky.gov Fax 502-782-0015 or by mail to Kentucky Department of Alcoholic Beverage Control ATTN: Sonya Semones 1003 Twilight Trail, Frankfort, Kentucky 40601.**

If questions or need to know if corporate file updates are required, please call Sonya Semones 502-782-1018.

I _____ an owner or authorized agent of

Corporation or Limited Liability Company Name

Federal EIN # _____ hereby requests to participate in the Master File licensing process for all future licensing applications submitted to the Department. Our corporation understands that all of our corporation's files are to be merged and a Master File created and that our participation permits us to streamline and use an abbreviated licensing application process for all additional licensed premises.

☐

Corporation file information, tax numbers, owners/officers/directors and/or backgrounds require updating.

☐

Updated corporation information, tax numbers, list of owners/officers/directors and/or backgrounds are attached.

Signature

Date